

Salary is \$15 per hour, with a 21 hour work week. This position will work out of the Library Administrative Office in South Point. Benefits include vision and dental insurance, paid vacation/sick/personal leave, and OPERS retirement. Applicants can apply online at bit.ly/BriggsApp, or can send a resume with three references to Director Luke Bentley at lbentley@briggslibrary.org.

DEPUTY FISCAL OFFICER

Education, Training and Experience:

Associate degree in accounting or bookkeeping or a Bachelor's Degree with 2 years' experience in accounting/business processes. Valid driver's license is required.

Knowledge, Skills and Abilities:

Ability to meet and serve the public effectively.
Ability to follow oral and written instructions.
Must have ability to be personally bonded.
Requires a working knowledge of computers and financial software.
Must be able to communicate well, verbally and in writing.
Knowledge of office practices, accounting and payroll procedures.
Knowledge of office machines, computer literate and can type efficiently.
Ability to research accounting laws and regulations.
Ability to work with minimum supervision and according to library policies.
Ability to handle confidential information with discretion. Ability to lift 30 pounds. Must be able to stand or sit for long periods

Characteristic Duties and Responsibilities:

Conducts a variety of accounting and business duties in the public library system.
Assists in the accounting of all monies received from fines, copies, book sales, etc. and the recording and banking of the said monies and deposits of all money received in a designated depository.
Assists the Fiscal Officer in the accounting of funds and providing monthly statements to the Board of Trustees reflecting revenues received and expenditures paid.
Aids the Director and Fiscal Officer in creating a financial statement at the end of the fiscal year reflecting in detail all receipts and expenditures.
Helps the Fiscal Officer to meet all financial requirements of the State of Ohio Auditor's Office.
Keeps financial records of library funds in accordance with Chapter 117-4, Ohio Administrative Code.
Assists in employee payroll every two weeks and maintaining employment benefit records in compliance with the Ohio Revised Code and applicable federal and local regulations.
Assist in the process of payment of bills on a regular basis in accordance with Library policy and procedures.
Provides fiscal statements on a timely basis as required by other agencies as assigned by the Fiscal Officer.
Know and understand the library's statutory requirements and powers as authorized by the O.R.C., opinions of the Ohio Attorney General, and applicable federal laws and regulations.
Aids in the maintaining of personnel files.
Maintains investment records and inventory fixture/equipment records. Maintains a vendor file.
Ability to reach, bend, stoop, walk, twist, push and carry to perform the essentials of the position. Ability to work in a dusty, public environment. Ability to work flexible hours.
Performs other duties as assigned by the Fiscal Officer.

Supervised by: Fiscal Officer